

Office of the Deputy Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

DETERMINATION OF
RESIDENCY AND TUITION STATUS

INSTRUCTIONS: The person with whom the student resides or eligible student completes Parts I and II, and submits with required documents to the residency and tuition administrator, Department of Student Services. Refer to MCPS Regulation JED-RA: *Residency, Tuition, and Enrollment*.

PART I: STUDENT INFORMATION

Student _____
Last First MI ☐ Male ☐ Female Date of birth ____/____/____ Age ____
School student will attend _____ Grade ____ Special education ☐ Yes ☐ No
Person with whom student resides _____
Last First MI Relationship _____
Montgomery County address where student will reside _____
Street City State Zip
Telephone: Home _____ Work _____
Transferring from: County _____ State _____ Country _____
Name of last school attended _____ ☐ International Student Admissions Office Other _____

PART II: REASON FOR SUBMITTING APPLICATION (check one)

Proof of residency must be submitted with all applications. Examples of Acceptable Proof: Current Montgomery County property tax bill or current rental lease. Also submit current utility bill showing name and address.

- ☐ Student now residing in Montgomery County without parents and is requesting a waiver of tuition. Submit proof of residency of person with whom student is living; statement explaining reason for request (notarized); and explanatory letter of consent from parent(s) (notarized). Also submit documentation of crisis to justify tuition waiver. (Do not enroll student until approved by the Residency and Tuition Review Committee.)
- ☐ Student is living with recently appointed guardian. Submit proof of guardianship; proof of guardian's residency; and statement explaining reason why student is living in Montgomery County. (Do not enroll student until approved by the Residency and Tuition Review Committee.)
- ☐ Student is 18 years of age or older, or an emancipated minor, and is self-supporting. Submit proof of current employment (all letters from employers must be notarized), proof of residency, and proof of age. (Do not enroll until approved by the Residency and Tuition Review Committee.)
- ☐ Student is living with parent(s) and awaiting completion/occupancy of permanent housing within 60 days. Submit sales contract, or settlement papers, or rental lease. (Do not enroll student until approved by the Residency and Tuition Review Committee.)

Current address _____

- ☐ Student is placed in Montgomery County (e.g., foster, group home) by a juvenile or social services agency.*

Name of agency _____ Contact person _____
Phone _____ Identify state if other than Maryland _____ (Documents attached.)

*Submit proof of residency of guardian, placement order, and, if agency is out of state, also submit authorization for payment of tuition. (Do not enroll student until approved by the Residency and Tuition Review Committee or administrator.)

- ☐ Verifying residency

I certify that the information on this application and on any attachments is accurate, complete, and true to the best of my knowledge. I further understand that if the information is not accurate or the waiver of tuition is not granted, I am liable for tuition and/or retroactive adjustment of tuition for any periods that the student may be a nonresident, unless the student has been placed by a responsible social or juvenile services agency.

Signature, Parent, Guardian, or Eligible Student

Date

PART III: TO BE COMPLETED BY RESIDENCY AND TUITION ADMINISTRATOR

- ☐ Student is a resident and is eligible for enrollment. Documentation is attached.
- ☐ Student is approved for enrollment without tuition. Student is in crisis or has been placed by a Maryland social services agency and is considered to be a resident for the current year only.
- ☐ Student is a nonresident and tuition is waived for 60 days.
- ☐ Student is a nonresident and is required to pay tuition.
- ☐ Student is a nonresident and a non-Maryland social services agency is required to pay tuition.

Comments: _____

Signature, Administrator

Date